

## CHAPTER 7 - INPROCESSING NEW EMPLOYEES

### 7.1 GENERAL

Newly hired personnel at Camp Navajo will be in-processed at Camp Navajo. Employees at 162nd FW (Security, Civil Engineering, and Fire Department) will be in-processed at Tucson. In the Phoenix Metropolitan area and all other outlying areas, newly hired personnel will be in-processed in the PPMR Administrative Services Office.

The office providing in-process service must complete the forms referred to in this section. They are self-explanatory. The New Employee Data Sheet must be completed and signed by the employee. Critical demographic information is contained on this form, as is verification of National Guard membership.

### 7.2 NEW EMPLOYEE ORIENTATION

#### 7.2.1 Objectives

The main objectives of the Orientation Program are

To assist each new employee in becoming acquainted with fellow employees and to provide an early understanding of the organization and functions of the Department of Emergency & Military Affairs and how his/her job fits into it.

2. To inform each new employee of the requirements, rules, procedures and benefits pertaining to his/her job.
3. To demonstrate to each new employee that the Agency is interested in him/her and is anxious to provide all the information needed to perform the job satisfactorily.
4. To treat each new employee in a manner that will help instill feelings of pride in his/her job and loyalty to the Agency.

#### 7.2.2 Procedure

1. The immediate supervisor should prepare and orient the new employee on the first day before he/she begins discharging his/her duties. The Orientation Checklist will be used to assist the supervisor in this matter. In the case of employees transferred to your organization from elsewhere in the Agency, use of the form is optional but may be beneficial for some employees.

- 2 Orientation is conducted on an individual basis by the supervisor. A relaxed, friendly atmosphere will encourage the new employee to ask questions if he/she does not understand some of the discussion.
- 3 Many of the items on the Checklist should be discussed with the new employee on the first day of work. The supervisor may want to delay some of the items until later in order to prevent confusion with too much information on the first day. It is the responsibility of the supervisor to assure that all applicable items are discussed with the new employee during the first week of employment.
- 4 Upon completion of the Checklist, the supervisor obtains the employee's signature on the form. The supervisor also signs the form and forwards it to the Administrative Services Office to become part of the employee's permanent file.
- 5 Appointing officers will be responsible for assuring that all subordinate supervisors understand and use this procedure.
- 6 In addition to the use of the Checklist, supervisors will schedule all new employees to attend the DEMA New Employee Seminar conducted by DEMA/JP-P, in addition to Preventing Sexual Harassment and Ethical Issues in the Public Sector courses offered by the training division of ADOA (Arizona Government University) within six months of employment.

### **7.3 CHANGES IN PERSONNEL INFORMATION**

When it is necessary to change or update any information in an employee's official personnel file, a request must be sent in writing stating the nature of the change and providing the specific data. The individual authorized to make such a change must sign the request.